OPERATIONAL MANAGEMENT GUIDE

FOR THE

NORTHERN CONTAMINANTS PROGRAM (NCP)

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1.0 Introduction

The Northern Contaminants Program (NCP) was established in 1991 in response to concerns about human exposure to elevated levels of contaminants in wildlife species that are important to the traditional diets of northern Aboriginal peoples. Early studies indicated that there was a wide spectrum of substances – persistent organic pollutants (POPs), heavy metals, and radionuclides – many of which had no Arctic or Canadian sources, but which were, nevertheless, reaching unexpectedly high levels in the Arctic ecosystem.

The Program's key objective is: ***to reduce and, where possible, eliminate contaminants in northern traditionally harvested (country) foods while providing information that assists informed decision making by individuals and communities in their food use.***

Under the first phase of the NCP (NCP-I, 1991-1997), research was focussed on gathering the data required to determine the levels, geographic extent, and source of contaminants in the northern atmosphere, environment and its people, and the probable duration of the problem. The data enabled us to understand the spatial patterns and temporal trends of contaminants in the North, confirmed our suspicions that the major sources of contaminants were other countries, and were an important element in our assessment of human health risks resulting from contaminants in traditional foods (including consideration of benefits from continued consumption of those foods). Results generated through NCP-I are synthesized in the *Canadian Arctic Contaminants Assessment Report* (CACAR: Jensen *et al.* 1997).

Extensive consultations were conducted in 1997/98 to find the common elements between the concerns and priorities of northern communities and the scientific needs identified as critical for addressing the issue of contamination in Canada's North. As a result, priorities for future research are based on an understanding of the species that are most relevant for human exposure to contaminants in the North, and geographic locations and populations that are most at risk.

In 1998/99, the NCP began a second phase, addressing immediate health and safety needs of northerners, which will continue until 2002/03. NCP-II supports research designed to answer questions about the impacts and risks to human health that may result from current levels of contamination in key Arctic food species. To ensure a balanced assessment of the risks, characterizing and quantifying the benefits associated with traditional diets is also conducted. Communications activities are also emphasized and supported under NCP-II. Under the leadership of the northern Aboriginal organizations, the dialogue between northerners and the scientific community, which was initiated in NCP-I, continues to build awareness and an understanding of contaminants issues, and helps to support the ability to deal with specific contaminant issues at the local level.

In addition, the NCP effort to achieve international controls of contaminants will remain strong in NCP-II. The legally binding POPs and Heavy Metals Protocols, under the United Nations Economic Commission for Europe (UN ECE) Convention on Long-range Transboundary Air Pollution (LRTAP), have now been successfully negotiated and were signed by 34 countries (including Canada) at the UN ECE Ministerial Conference in Aårhus, Denmark in June 1998. Canada ratified this agreement in December 1998. Negotiations for a legally binding global agreement on POPs under the United Nations Environment Programme (UNEP) have now been successfully completed with the signing of the POPs Convention by 127 countries in Stockholm, Sweden, May 23, 2001. Canada was the only country to both sign and ratify the "Stockholm Convention". Phase II of the circumpolar Arctic Monitoring and Assessment Programme (AMAP) is now under way and running in parallel to the NCP-II. The Canada/Russia Program on Scientific and Technical Cooperation in the Arctic and the North is also continuing. NCP-II will continue to generate the data that allows Canada to play a leading role in these initiatives.

Funding for the NCP-II's $5.4 million annual research budget comes from the Treasury Board and the four participating federal departments - DIAND, Health Canada, Fisheries and Oceans and Environment.

This Operational Management Guide provides a summary of the management structures and processes used to effectively implement the NCP-II. Figures depict the overall management structures currently used, the proposal review process and outlines a protocol used to publicly disseminate health and harvest information generated by the NCP. Background information on all NCP committees and review teams is also provided in the attached appendices, including terms of reference and review criteria. A copy of the revised Guidelines for Responsible Research is also included. This Operational Management Guide will be updated on an as required basis.

2.0 Implementation Elements

The NCP addresses the above objective and allocates funds for research and related activities through its five main sub-programs, all of which are interlinked and contribute to addressing immediate health and safety issues associated with contaminants in traditionally harvested foods:

- ***Human Health Research***, to determine the risks to humans from consuming traditional foods, as well as impacts on the developing fetus through contaminant exposure from the mother's diet;
- ***Education and Communications***, to provide northerners with the information needed to make informed decisions on their food use;
- ***Monitoring the Health of Arctic Peoples and Ecosystems and the Effectiveness of International Controls***, to collect physical and biological data necessary to support human health risk assessments and international controls;
- ***International Policy***, to control the input of contaminants to the Arctic by coordinating on international monitoring programs and taking part in international negotiating sessions leading to regional and global agreements; and
- ***Aboriginal Partnerships***, to ensure appropriate communications and participation occur with northern communities.

Implementation of the above sub-programs is conducted through the use of blueprint documents which provide the long-term vision, strategic direction and priorities for NCP-II. Blueprint documents have been prepared for the following categories: *Human Health, Monitoring the Health of Arctic Peoples and Ecosystems and the Effectiveness of International Controls, International Policy, and Education and Communications.* They are evolving documents that are reviewed at least annually. The blueprints provide the necessary guidance to the project proponents, peer reviewers, review teams, territorial contaminants committees and the NCP Management Committee.

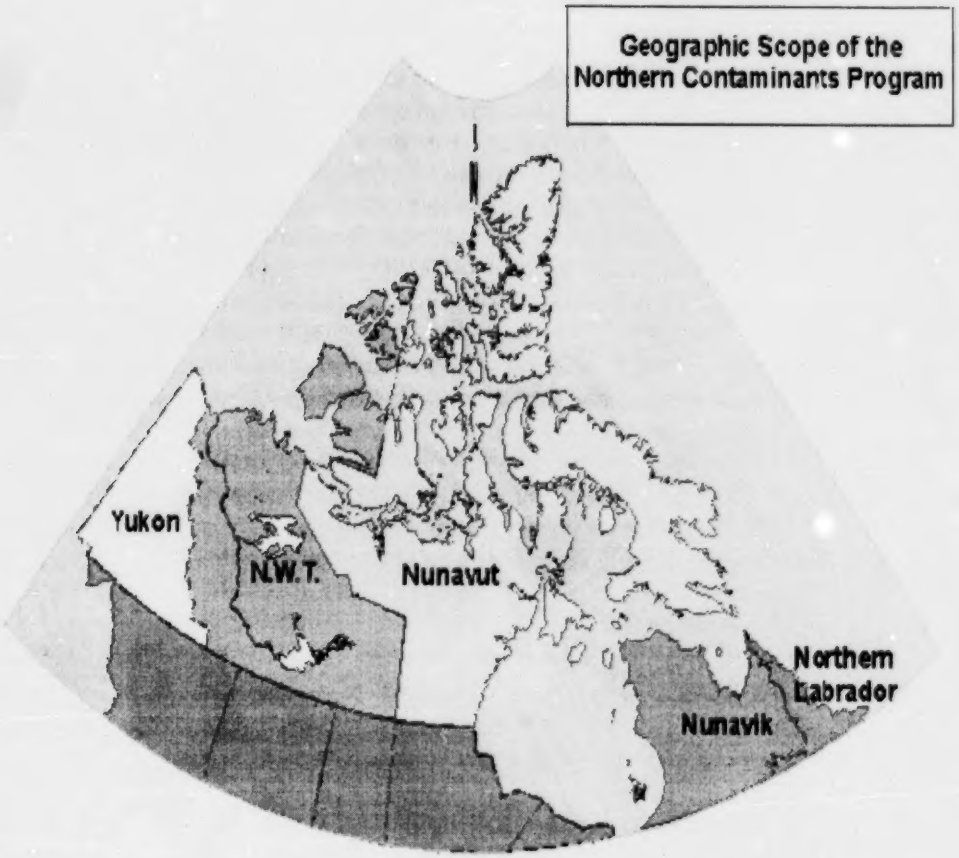
3.0 Geographic Scope

The geographic focus of the NCP is the Yukon, Northwest Territories and Nunavut (see attached figure of map entitled ***Northern Canada***). Projects outside this geographic boundary may be funded when they relate to:

i) communities in which there is significant dietary exposure to contaminants from arctic marine mammals, for example, ringed seals, beluga and narwhal; and/or

ii) providing crucial information related to urgent human health and safety needs in the Yukon, Northwest Territories and Nunavut, where the opportunity or capacity is not available to conduct this research in the territories.

To date, contaminant studies have been conducted in the Yukon Territory, the Northwest Territories, Nunavut, Nunavik and the coast of Labrador.


Geographic Scope of the
Northern Contaminants Program
Yukon
N.W.T.
Nunavut
Northern
Labrador
Nunavik

4.0 Management Structure and Innovative Partnerships

The issue of arctic food chain contamination is one that is multi-jurisdictional, being of concern to federal, territorial and Aboriginal governments; yet it is also one that can only be addressed through cooperation from the international community on a global scale. The needs and the concerns that must be addressed must yield information that meets internationally acceptable scientific standards, but they must also respond to the needs expressed at the community level, and at the level of individual consumers of traditional foods.

A program that addresses such scientifically and politically complex issues requires well-developed management, planning and implementation structures and strategies. The multi-disciplinary nature of the Northern Contaminants Program (NCP) has allowed it to develop such structures and strategies. Much of the strength of the NCP is derived from the partnership approach that forms the basis of its management process. This encompasses representatives who speak to the key areas of arctic contaminants research based on an ecosystem approach, northern community concerns, needs and priorities, and the international and domestic agendas for the control of toxic substances.

The NCP is directed by a management committee that is chaired by the Department of Indian Affairs and Northern Development (DIAND), and which includes representatives from the four northern Aboriginal organizations (Council of Yukon First Nations, Dene Nation, Inuit Tapirisat of Canada and Inuit Circumpolar Conference (Canada), Yukon, Northwest Territories and Nunavut Territorial Governments, Nunavik Nutrition and Health Committee, and four federal departments (Environment, Fisheries and Oceans, Health and Indian Affairs and Northern Development). The management committee is responsible for establishing NCP policy and research priorities and for final decisions on the allocation of funds. Three territorial contaminants committees in the Yukon, Northwest Territories and Nunavut (established in 1999-2000) and the Nunavik Nutrition and Health Committee support this national committee. Funding for the NCP-II's $5.4 million annual research budget comes from Treasury Board and the four participating federal departments.

In 1998, the NCP Management Committee redesigned the NCP-Phase II for application under the 1999/2000 funding year. The two main initiatives undertaken were: 1) the development of blueprints that represent the long-term vision and strategic direction for NCP Phase II, and 2) implementing a more open and transparent proposal review process. This new management structure is designed to ensure that the NCP remains scientifically defensible and socio-culturally aware, while at the same time, achieving real progress in terms of the Program's broad policy objectives.

Blueprints were developed for each of the four main NCP subprograms: i) Human Health, ii) Monitoring the Health of Arctic People and Ecosystems and the Effectiveness of International Controls, iii) International Policy and iv) Education and Communications.

The blueprints are used to provide the necessary guidance to project proponents in the development of proposals as well as to peer reviewers, review teams and the NCP Management Committee in evaluating proposals. They are evolving documents that are reviewed at least annually.

Under a revamped proposal review process, the NCP Technical Committee has been replaced with an external peer review process facilitated by review teams. The review of proposals is a two-pronged approach involving a scientific review by external peer reviewers, facilitated by technical review teams, and a socio-cultural review facilitated by a review team, the three Territorial Contaminants Committees (TCCs), the Nunavik Nutrition and Health Committee (NNHC) and the Labrador Inuit Association (LIA). Both sets of recommendations are considered by the Management Committee in making final funding decisions. Proposals submitted under the Education and Communications subprogram are evaluated by peer reviewers facilitated by a review team and the three TCCs. All peer reviewers, review teams and TCCs use evaluation criteria and the blueprints to review and rate proposals. Consultation with the appropriate northern community authority or national-level Aboriginal organization is required for all projects involving field work in the North and/or analyses of samples as a condition of approval for funding. The Socio-Cultural Review Team ensures that each applicable proposal has carried out the necessary consultation.

The NCP is managed on a partnership basis by a series of inter-related committees (see also figure on ***NCP Management Structures***), as described below:

- **The NCP Management Committee** is chaired by DIAND and is responsible for facilitating the implementation of the NCP, establishing NCP policy and research priorities, conducting relevancy checks against the blueprints, revising the blueprints and making final decisions on the allocation of funds. It is a multi-disciplinary committee comprising of managers from the federal Departments of Health, Fisheries and Oceans, Environment and DIAND, representatives of the Yukon, Northwest Territories and Nunavut governments, and representatives from the four northern Aboriginal organizations - Council of Yukon First Nations (CYFN), Dene Nation, Inuit Circumpolar Conference (Canada) (ICC (Canada)), and the Inuit Tapirisat of Canada (ITC).

- **The Aboriginal Partners Committee** is made up of representatives of the four northern Aboriginal organizations (listed above), the chairs of the Territorial Contaminants Committees, and DIAND officials from headquarters (i.e. chair of the NCP Management Committee and manager of the NCP). This committee deals with issues such as ethics and responsible research, community involvement in research, and education, communications and community-based strategies within the NCP. Through the partnerships established through the NCP, the four northern Aboriginal organizations have developed their own capacity to work on contaminants issues. They have been able to participate at

the national and international levels to ensure their positions are considered in policy development. This is illustrated by their active participation in the Arctic Council, as well as the important role played by the Inuit Circumpolar Conference in pushing the Executive Body of the United Nations Economic Commission for Europe (UN ECE) Convention on Long-range Transboundary Air Pollution to move forward with a protocol for Persistent Organic Pollutants (POPs). With the support of the NCP, the northern Aboriginal organizations were also coordinated as a united voice, the Canadian Arctic Indigenous Peoples Against POPs (CAIPAP), at the recent United Nations Environment Programme (UNEP) global negotiations on POPs. They meaningfully influenced the outcome of the international negotiations which has resulted in greater Aboriginal empowerment on the issue. This has been a remarkable feat and one that sets a model for future involvement of Aboriginal peoples in Canadian government affairs.

There are three territorial contaminants committees (TCCs):

- **The Yukon Contaminants Committee (YCC)** develops and coordinates a comprehensive regional contaminants research program and establishes priorities for the Yukon for consideration by the NCP Management Committee. The committee, chaired by DIAND, is comprised of representatives of Environment Canada (EC), Fisheries and Oceans (DFO), Yukon Territorial Government - Departments of Health and Social Services and the Environmental Protection and Assessment Branch, Health Canada (HC), regional Yukon First Nations, Council of Yukon First Nations (CYFN), Yukon College and the Yukon Conservation Society. It evolved directly out of the NCP and provides residents of the Yukon with a direct channel to NCP projects. All contaminants research projects conducted in the Yukon are either developed and managed, or reviewed and approved by the YCC. Communications on contaminants in the Yukon are mediated through the YCC, and one-on-one consultations, which occur as required or requested, are an important part of this process. Communities are linked to the YCC and CYFN plays an important role in coordinating community input.

- **The Northwest Territories Environmental Contaminants Committee (NWT-ECC)**, develops and coordinates a comprehensive regional contaminants research program and establishes priorities for the NWT. In 1989, the GNWT formed an environmental contaminants committee, essentially focussed on health issues, to communicate results from the Broughton Island study. With the creation of the NCP, this committee expanded its role, particularly with the inclusion of more technical members, to encompass NCP work. In 1997, reorganization resulted in the formation of a second committee, the NWT-ECC, whose current primary focus is the NCP. The NWT-ECC reports to the NCP Management Committee on NCP-related matters. The committee presents an NWT position for consideration by the NCP Management Committee. It consists of DIAND, EC, DFO, HC, Government of Northwest Territories (GNWT) - Departments of Health and Social Services and Resources, Wildlife and Economic Development, Dene Nation, Inuit Tapirisat of Canada, Aurora Research Institute, Inuvialuit, Gwich'in First Nations, Sahtu First

Nations, Deh Cho First Nations, North Slave Métis First Nations, South Slave Métis First Nations, Dogrib Treaty 11 First Nations and Akaitcho First Nations. It develops strategies and priorities for collaborative study, and provides information to the public about the presence and possible effects of contaminants. In association with the Government of the NWT - Department of Health, information is also provided to the public on the risks and benefits of consuming traditional foods.

The NWT-ECC includes an extensive membership of regional NWT Aboriginal organizations, and federal and territorial government departments and has linkages to communities, Regional Health Boards, Community Health Representatives and Regional Contaminants Coordinators.

- **The Nunavut Environmental Contaminants Committee (N-ECC)** was formally established in May 2000. The N-ECC is based on the NWT-ECC with similar responsibilities and representation. Its terms of reference were established based on those developed for NWT-ECC. The N-ECC includes members of the following organizations: DIAND, EC, DFO, ITC, Kivalliq Inuit Association, Nunavut Water Board, Qikiqtani Inuit Association, Qikiqtaaluk Wildlife Board, Nunavut Tunngavik Inc, Government of Nunavut (GN) Departments of Health and Social Services and Sustainable Development, Kivalliq Wildlife Federation and Nunavut Research Institute. It also has linkages to communities, Community Health Representatives and Regional Contaminants Coordinators. Using a cooperative and collaborative approach, the Committee helps ensure that contaminants research is conducted on topics that are important to Nunavut residents. The Committee works to identify community priorities and information gaps for future research activities and keep communities informed and involved in research projects from the start.

There are two other regional committees:

- **The Nunavik Nutrition and Health Committee** evolved from the PCB Resource Committee that originated in 1988. The scope of the committee has broadened through time to include perspectives on both benefits and risks and contextualize scientific information within a framework that is more responsive to the population's needs. The Committee is the recognized and authorized body for the region on health and environment issues. Today the committee is chaired by the Director for Health and Social Services for Nunavik, and includes membership by the Nunavik Director for Public Health, representatives from the Nunavik Regional Board of Health and Social Services, Santé Nunavik, Makivik Research Centre, Kativik Regional Government, the two health centers in Nunavik (Inuulitsivik and Tulattavik), and the CHUQ Research Centre. Inuit representation is present in many of these positions. The committee's mandate includes: to provide orientation of regional policies on nutrition and health; to provide guidance on health, nutrition and environment issues to cross-fertilize interests of Nunavik organizations and to steer, as well as stimulate, research activities on these issues; to regionally adapt intervention strategies designed outside Nunavik for use in the region, and mobilize

regional actors to define new or appropriate interventions; to define health advisories, if necessary, for the region in accordance with the different organizations concerned; to represent Nunavik interests at the national and international level on issues relevant to nutrition, health and the environment; review proposals for research and to integrate and communicate environmental health research findings for the general public as well as specific target groups.

- **Labrador Inuit Association and Labrador Inuit Health Commission (LIA and LIHC)**. LIA was formed in 1973 and incorporated under Newfoundland law in1975 and operates as a non-profit organization protecting and promoting the rights and interests of Inuit in Labrador. LIA is a constituent affiliate of the Inuit Tapirisat of Canada (ITC). Environmental concerns are addressed by an Environmental Advisor, Wildlife Officer, and the Environmental Research Office including an RCC. The Labrador Health Commission (an affiliate of LIA) is responsible for the overall health concerns of Labrador Inuit and provides program delivery in the areas of mental health, non-insured health benefits, community health and safety, addictions, public health, and family services. LIA and its affiliate health organization LIHC, address regional environmental health issues, such as contaminants in country foods, with direction, when necessary, by the Board of Directors which includes representation from each of the Labrador Inuit communities.

A number of review teams and ad hoc committees reporting to the NCP Management Committee have been formed:

- **The Human Health Review Team,** chaired by Health Canada(HC)/Health Protection Branch, facilitates the technical review of all Human Health proposals seeking NCP funding through the use of external scientific peer reviewers. Members of the team include representatives of ITC, HC/Health Protection Branch, HC/Medical Services Branch, GNWT - Health and Social Services, Centre Hospitalier Universitaire de Québec (CHUQ) and DIAND. Technical recommendations using review criteria and blueprints and a ranking of the proposals are provided to the NCP Management Committee for consideration when making final funding decisions.

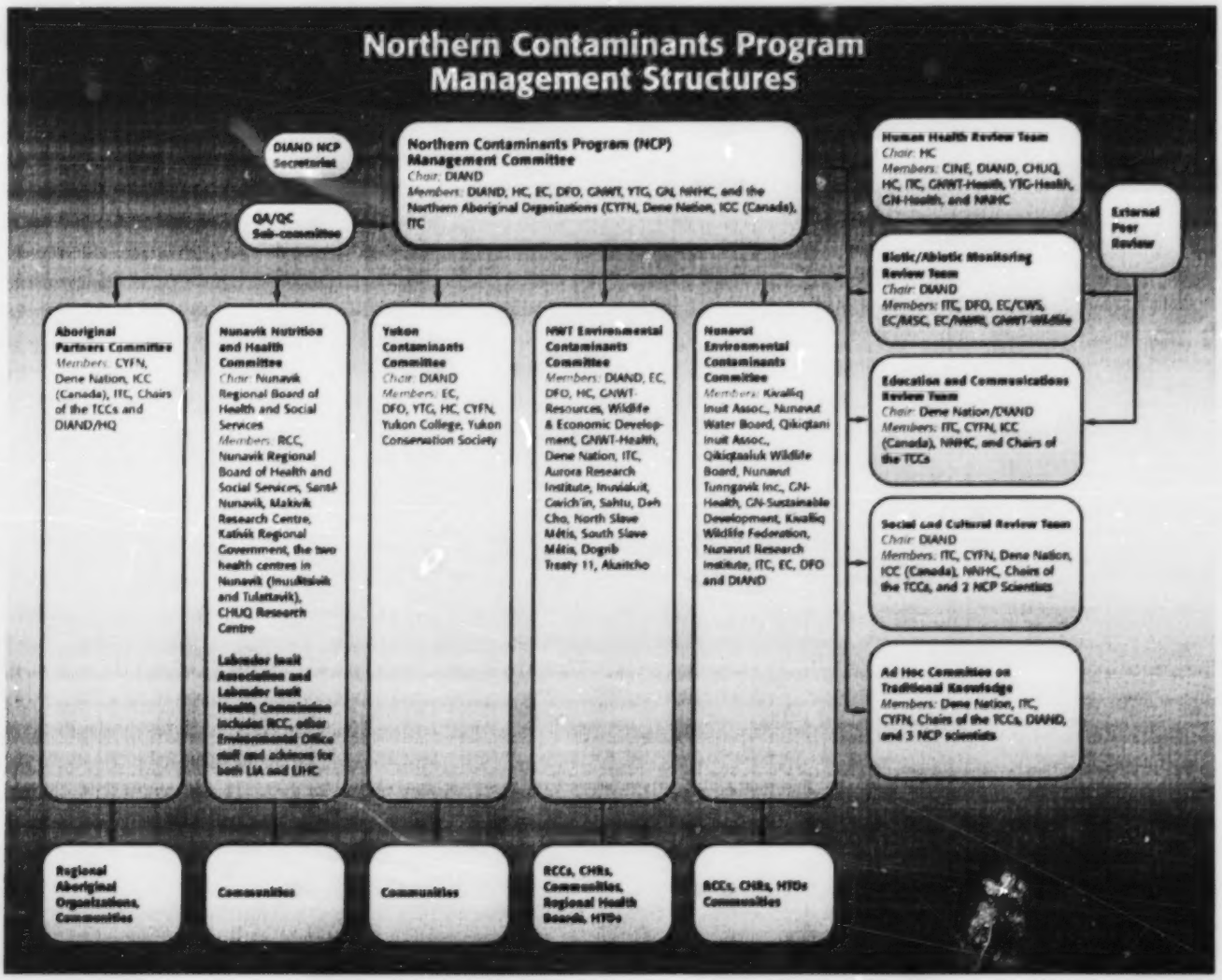
- **The Biotic/Abiotic Monitoring Review Team**, chaired by DIAND, facilitates the technical review of all proposals that fall under the subprogram *Monitoring the Health of Arctic Peoples and Ecosystems and the Effectiveness of International Controls* through the use of scientific external peer reviewers. Membership on the team includes Inuit Tapirisat of Canada (ITC), Department of Fisheries and Oceans (DFO)/Freshwater Institute, DFO/Institute of Ocean Sciences,

Environment Canada (EC)/Canadian Wildlife Service(CWS), EC/Meteorlogical Survey of Canada (MSC), EC/National Water Research Institute (NWRI) and GNWT-RWED. Technical recommendations using review criteria and blueprints, and a ranking of the proposals are forwarded to the NCP Management Committee for consideration in making final funding decisions.

- **The Education and Communications Review Team** was established to conduct the technical review of the proposals submitted under the Education/Communicationscategory. The Education and Communications Blueprint and review criteria are used to conduct the assessment of the proposals. The membership of this team consists of the four Aboriginal organizations, the chairs of the TCCs, an NNHC representative and DIAND/HQ. Proposals are sent out for an external peer review, facilitated by the review team. As well, the chairs of the TCCs and the NNHC use their respective committees to assist in the review of proposals that are associated with their particular regions. Recommendations and a ranking of proposals are forwarded to the NCP Management Committee to be considered in making final funding decisions.

- **The Social and Cultural Review Team** conducts the social/cultural review of all proposals based on four criteria: communication, northern priority, capacity building and traditional knowledge. It also confirms that the necessary level of consultation has been completed and suggests ways in which traditional knowledge could enhance projects. The chair of this review team is from DIAND/HQ and the other members consist of the chairs of the TCCs and the NNHC, representatives of the four Aboriginal organizations and two NCP scientists. Social and cultural review criteria and revised Guidelines for Responsible Research are used to assess proposals. The chairs of the TCCs and the NNHC use their respective committees to assist in the review of proposals that are associated with their particular regions. Recommendations and a ranking of proposals are forwarded to the NCP Management Committee to be considered in making final funding decisions.

- **The Ad Hoc Committee on Traditional Knowledge (TK)** seeks ways of formally integrating TK into the NCP. This committee reports directly to the NCP Management Committee and consists of the following core members: Dene Nation (chair), CYFN, ITC, Health Canada, chairs of the TCCs, DIAND (NCP Secretariat) and two NCP scientists.


Northern Contaminants Program
Management Structures
DIAND NCP Secretariat
QA/QC Sub-committee
Northern Contaminants Program (NCP) Management Committee
Chair: DIAND
Members: DIAND, HC, EC, DFO, GNWT, YTG, GN, NWHC, and the Northern Aboriginal Organizations (CYFN, Dene Nation, ICC (Canada), ITC
Human Health Review Team
Chair: HC
Members: CINE, DIAND, CHUQ, HC, ITC, GNWT-Health, YTG-Health, GN-Health, and NWHC
External Peer Review
Biotic/Abiotic Monitoring Review Team
Chair: DIAND
Members: ITC, DFO, EC/CWS, EC/MSC, EC/NWR, GNWT-Wildlife
Education and Communications Review Team
Chair: Dene Nation/DIAND
Members: ITC, CYFN, ICC (Canada), NWHC, and Chairs of the TCCs
Social and Cultural Review Team
Chair: DIAND
Members: ITC, CYFN, Dene Nation, ICC (Canada), NWHC, Chairs of the TCCs, and 2 NCP Scientists
Ad Hoc Committee on Traditional Knowledge
Members: Dene Nation, ITC, CYFN, Chairs of the TCCs, DIAND, and 3 NCP scientists
Aboriginal Partners Committee
Members: CYFN, Dene Nation, ICC (Canada), ITC, Chairs of the TCCs and DIAND/HQ
Nunavik Nutrition and Health Committee
Chair: Nunavik Regional Board of Health and Social Services
Members: RCC, Nunavik Regional Board of Health and Social Services, Sanaa Nunavik, Makivik Research Centre, Kativik Regional Government, the two health centres in Nunavik (Inuulitsivik and Tulattavik), CHUQ Research Centre
Labrador Inuit Association and Labrador Inuit Health Commission includes RCC, other Environmental Office staff and advisors for both LIA and LIHC
Yukon Contaminants Committee
Chair: DIAND
Members: EC, DFO, YTG, HC, CYFN, Yukon College, Yukon Conservation Society
NWT Environmental Contaminants Committee
Members: DIAND, EC, DFO, HC, GNWT-Resources, Wildlife & Economic Development, GNWT-Health, Dene Nation, ITC, Aurora Research Institute, Inuvialuit, Gwich'in, Sahtu, Deh Cho, North Slave Métis, South Slave Métis, Dogrib Treaty 11, Akaitcho
Nunavut Environmental Contaminants Committee
Members: Kivalliq Inuit Assoc., Nunavut Water Board, Qikiqtani Inuit Assoc., Qikiqtaaluk Wildlife Board, Nunavut Tunngavik Inc., GN-Health, GN-Sustainable Development, Kivalliq Wildlife Federation, Nunavut Research Institute, ITC, EC, DFO and DIAND
Regional Aboriginal Organizations, Communities
Communities
Communities
RCCs, CHRs, Communities, Regional Health Boards, HTOs
RCCs, CHRs, HTOs Communities

5.0 Brief Description of the NCP Proposal Review Process

There are essentially three major levels of project review, as outlined in the attached figure entitled ***NCP Proposal Review and Project Funding Cycle***. From the top down, they are:

i) NCP Management Committee

- final approval of funding decisions based on recommendations from the review teams, Territorial Contaminants Committees (TCCs), and the Nunavik Nutrition and Health Committee (NNHC);
- requests additional information from project proponent, if necessary, before final decision.

ii) Proposal Review Teams

- there are four review teams: Human Health, Monitoring (ecosystem), Education/Communications,and Social/Cultural;
- the Human Health and Monitoring review teams review human health and monitoring related proposals from a technical viewpoint according to established review criteria. Peer reviewers from outside the program provide technical comments on proposals to both of these teams (also according to a set of peer review criteria);
- the Education/Communications review team reviews education and communications-related proposals from a technical and a social/cultural perspective according to established review criteria. A peer review process for education/communication proposals will be initiated for the 2001-2002 proposal review;
- the Social/Cultural review team reviews all proposals (except Education and Communications proposals) from a social/cultural perspective according to established review criteria;
- comments and funding recommendations from all these review teams are compiled and sent to the Management Committee.

iii) Regional Committees

Territorial Contaminants Committees

- each territory has a territorial contaminants committee - Yukon Contaminants Committee (YCC), NWT Environmental Contaminants Committee (NWT ECC), and the Nunavut Environmental Contaminants Committee (NECC); additionally, a review committee exists for Nunavik (Nunavik Nutrition and Health Committee-NNHC), while Labrador proposals are reviewed by the Labrador Inuit Association (LIA) and its affiliate, the Labrador Inuit Health Commission (LIHC);
- each of these committees reviews all proposals for work proposed in their respective regions;

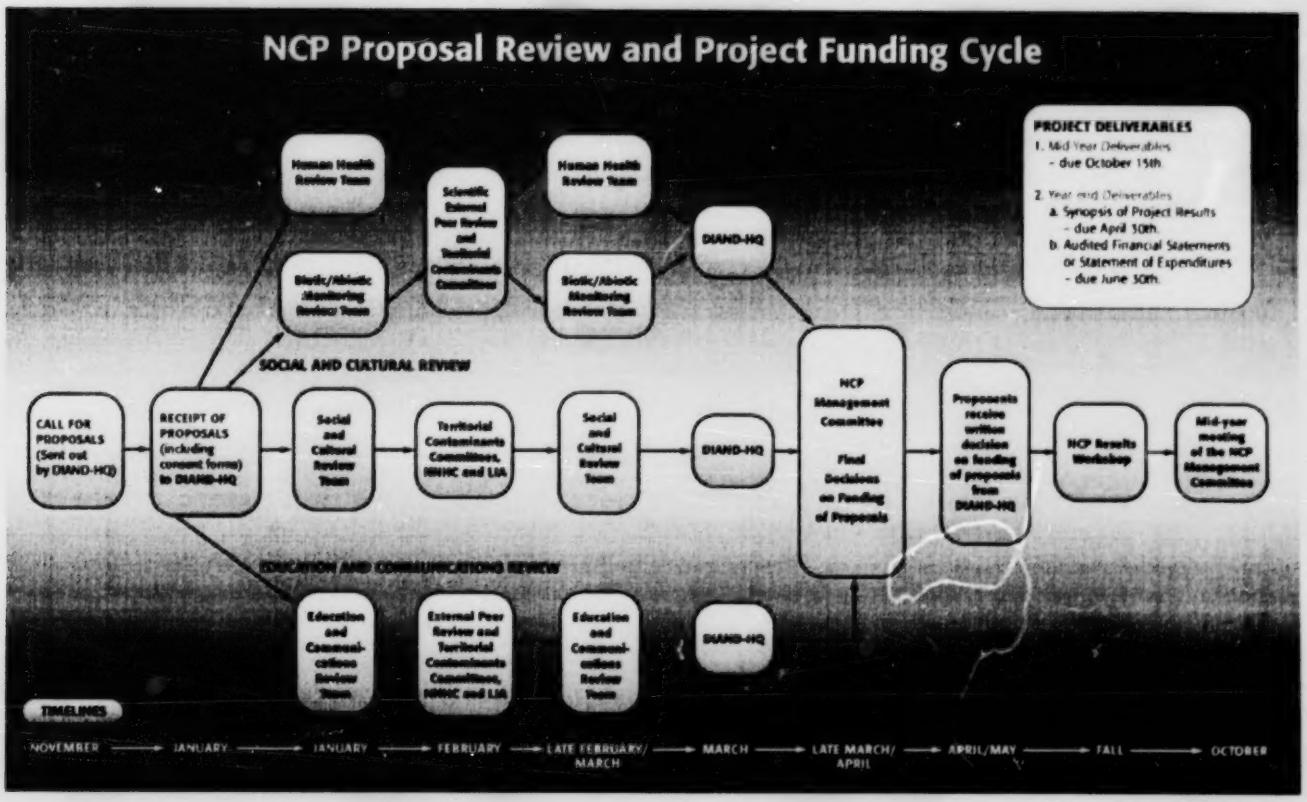
- because the TCC chairs and a representative from the NNHC are members of both the Education/Communications and Social/Cultural review teams, comments and recommendations on education/communications proposals and social/cultural comments on other proposals are conveyed to each of these review teams through the TCC chairs;
- technical comments/questions for the human health and monitoring-related proposals are sent to the respective review teams (i.e. the Human Health and Monitoring chairs) for consideration in their review of proposals.

Nunavik

- Proposals for the NCP are reviewed by the Nunavik Nutrition and Health Committee which includes representation from the various organizations in the regions. When necessary, proposals are sent to specific communities for their review and approval. The results of these reviews are communicated to Inuit Tapirisat of Canada (ITC) and are presented by both the NNHC representative and the ITC during NCP proposal review at the Management Committee level.

Labrador

- The Labrador Inuit Association is the authorizing organization for research in Northern Labrador. NCP proposals are reviewed and approved by the Environmental Office, Labrador Inuit Association (LIA) and Labrador Inuit Health Commission (LIHC) with support by ITC prior to going to the NCP Review Committees. Within LIA, the review is done by the appropriate bodies (e.g. Executive Director, and appropriate advisors (Environmental Advisor, Executive Director of LIHC, etc.).


NCP Proposal Review and Project Funding Cycle
PROJECT DELIVERABLES
1. Mid Year Deliverables
- due October 15th
2. Year end Deliverables
a. Synopsis of Project Results
- due April 30th
b. Audited Financial Statements
or Statement of Expenditures
- due June 30th
Human Health Review Team
Biotic/Abiotic Monitoring Review Team
Scientific External Peer Review and Territorial Contaminants Committee
Human Health Review Team
Biotic/Abiotic Monitoring Review Team
DIAND-HQ
SOCIAL AND CULTURAL REVIEW
CALL FOR PROPOSALS (Sent out by DIAND-HQ)
RECEIPT OF PROPOSALS (including consent forms) to DIAND-HQ
Social and Cultural Review Team
Territorial Contaminants Committees, NWHC and LSA
Social and Cultural Review Team
DIAND-HQ
NCP Management Committee
Final Decisions on Funding of Proposals
Proponents receive written decision on funding of proposals from DIAND-HQ
NCP Results Workshop
Mid-year meeting of the NCP Management Committee
EDUCATION AND COMMUNICATIONS REVIEW
Education and Communi-cations Review Team
External Peer Review and Territorial Contaminants Committees, NWHC and LSA
Education and Communi-cations Review Team
DIAND-HQ
TIMELINES
NOVEMBER
JANUARY
JANUARY
FEBRUARY
LATE FEBRUARY/ MARCH
MARCH
LATE MARCH/ APRIL
APRIL/MAY
FALL
OCTOBER

6.0 Use of Program Information in Key Management/Policy Initiatives

Considerable effort is made to ensure that results of the NCP are used in carrying out human health risk assessments and in substantiating the need for international/national controls for the contaminants of concern as outlined in the attached diagram entitled ***Use of Program Information in Key Management/Policy Initiatives***.

The attached diagram entitled ***Protocol for Contaminants Health and Harvest Information Release in the Yukon, Northwest Territories and Nunavut*** outlines a protocol for release of health information that was developed for the three territories. It is well known that traditional/country foods are the major source of contaminant exposure to humans (with the exception of cadmium from cigarettes). NCP data, which measure contaminant levels in a food source and which suggest that there may be a concern to human health, are submitted to Health Canada for a Health Risk Assessment. There are four main activities, described below, under this protocol:

i) **Validation/Verification of Data** - Contaminant data that suggest that a risk assessment may be needed, are forwarded by the NCP project's initiating department or organization or a Management Committee representative to the NCP's Quality Assurance/Quality Control (QA/QC) Officer for quality verification, as needed. The data are also sent to DIAND-HQ to ensure that they are aware that the health assessment process has been initiated. In cases where the QA/QC procedures for the laboratory that carried out the analyses are unknown, then the data would be forwarded to the QA/QC Officer for quality verification. In cases where the specific laboratory is currently taking part in the NCP's QA/QC program, it may not be required that the data be forwarded to the QA/QC Officer for verification. In either case, re-analyses of the samples may be required. This is usually done after consultation with the initiating organization, the QA/QC Officer, a territorial health representative, Health Canada, DIAND and the NCP Management Committee, as necessary.

ii) **Screening Process** - The contaminants data are forwarded by the initiating department or organization to the applicable Territorial Contaminants Committee (TCC membership includes a territorial health official) for screening. The TCC determines if the data submitted warrant the conduct of an official Health Risk Assessment. If the data do not warrant a health assessment, then the TCC may still decide to release the data to the public through a number of communication methods (step iv below - information dissemination). For example, the TCC may issue a press release indicating that recent contaminant data for a specific food species does not pose a health concern to consumers. In cases where a health risk assessment is warranted, then the data are submitted to Health Canada by the TCC. In both cases, the data and results of the TCC's screening are forwarded to DIAND-HQ which in turn forwards the information to the NCP Management Committee, for their information. In some cases, the TCC, in consultation with Health Canada and DIAND-HQ, may determine that there is insufficient information to proceed with a human health risk assessment at that time and may request that further sampling and analyses be conducted. This may require further funding and, therefore, may

further funding and, therefore, may require submission of a proposal to be reviewed and approved by the NCP Management Committee.

iii) **Health Assessment Process** - A health risk assessment is carried out by Health Canada. When available, applicable human dietary information is used in the assessment. A health risk assessment is a calculation that compares the amount of contaminant in a food to the amount of contaminant that is known to be safe or will have no negative effect. Concern is for the amount of contaminants that people accumulate over a lifetime from eating traditional/country food. Therefore, health officials calculate an amount of that food that people could safely eat for the rest of their lives, with no apparent risk of effects. The calculation is usually reported as a "Recommended Maximum Weekly Intake" (RMWI). Health Canada, in consultation with the TCCs and DIAND-HQ may determine that there is insufficient information to proceed with a human health risk assessment at that time and may request that further sampling and analyses be conducted. This may require further funding and, therefore, may require submission of a proposal to be reviewed and approved by the NCP Management Committee.

iv) **Information Dissemination** - The results of the health risk assessment are forwarded by Health Canada in association with the initiating agency and DIAND (NCP Secretariat) to the applicable TCC in the form of a letter of recommendations. The TCC determines the applicability of the HC recommendations to Northerners and then, in turn, devises a communication plan for the release of the information. The TCC ensures that the method of information release is culturally-sensitive and is available in a form that is understandable by the applicable communities. This is done with significant input from the northern Aboriginal organization representatives that sit on the TCCs. Depending on the significance of the risk assessment results, the information may be released through a number of methods including a press release, community meetings and individual face-to-face meetings. The territorial chief medical officers of health, in association with the regional Aboriginal organizations and Health Canada, have the lead in ensuring that people receive the appropriate information. The results of the health risk assessment and the method of public release are carried out in full consultation with DIAND-HQ. All information is forwarded by HC and the TCCs to DIAND-HQ which, in turn, forwards the information to the NCP Management Committee.

The attached diagram entitled ***Recommended Process for Contaminants Health and Harvest Information Release in Nunavik and Labrador*** outlines a recommended process for the release of contaminants health information that was developed for Nunavik and Labrador. It relates to stage 4: information Dissemination only of the previous diagram describing the protocol for release of health information in the territories. A brief description of the process for Nuanvik and Labrador follows:

i) Nunavik - The results of a human health risk assessment are forwarded by the originating and assessing organization to the Director of Public Health (DPH), Nunavik Regional Board of Health and Social Services (NRBHSS). In the case of an assessment within the Northern Contaminants Program, the results are forwarded by the appropriate NCP participating agency to the Director of Public Health, NRBHSS. As needed, the DPH consults with advisory groups (such as Nunavik Nutrition and Health

Committee concerning foodborne risks) or other regional authorities in Nunavik (e.g.

Makivik concerning fish and wildlife data) or experts outside the region to discuss specific items. The DPH devises a communication plan for releasing the information and ensures the methods of dissemination is culturally sensitive, and available in a form that is understandable, accessible (linguistically and otherwise), and meaningful to the affected communities and individuals. The release is made either through the NRBHSS or through another regional authority. The methods of public release methods used include press releases, radio phone-in shows, community meetings, face to face consultations and various forms of print media.

ii) Labrador - In Labrador, the results of a human health risk assessment that directly affect Labrador Inuit are forwarded by the originating and assessing organization to the Labrador Inuit Association (LIA) and relevant provincial authorities, where appropriate. In the case of an assessment within the Northern Contaminants Program, the results are forwarded by the appropriate NCP participating agency to LIA. LIA, in consultation with the Labrador Inuit Health Commission (LIHC), prepares a communication plan for releasing the information to Labrador Inuit and ensures method(s) of dissemination is culturally sensitive and available in a form that is understandable, accessible (linguistically and otherwise), and meaningful to the affected communities and individuals. The methods of communicating this information include press releases, radio phone-in shows, community meetings, face to face consultations and various forms of print media.

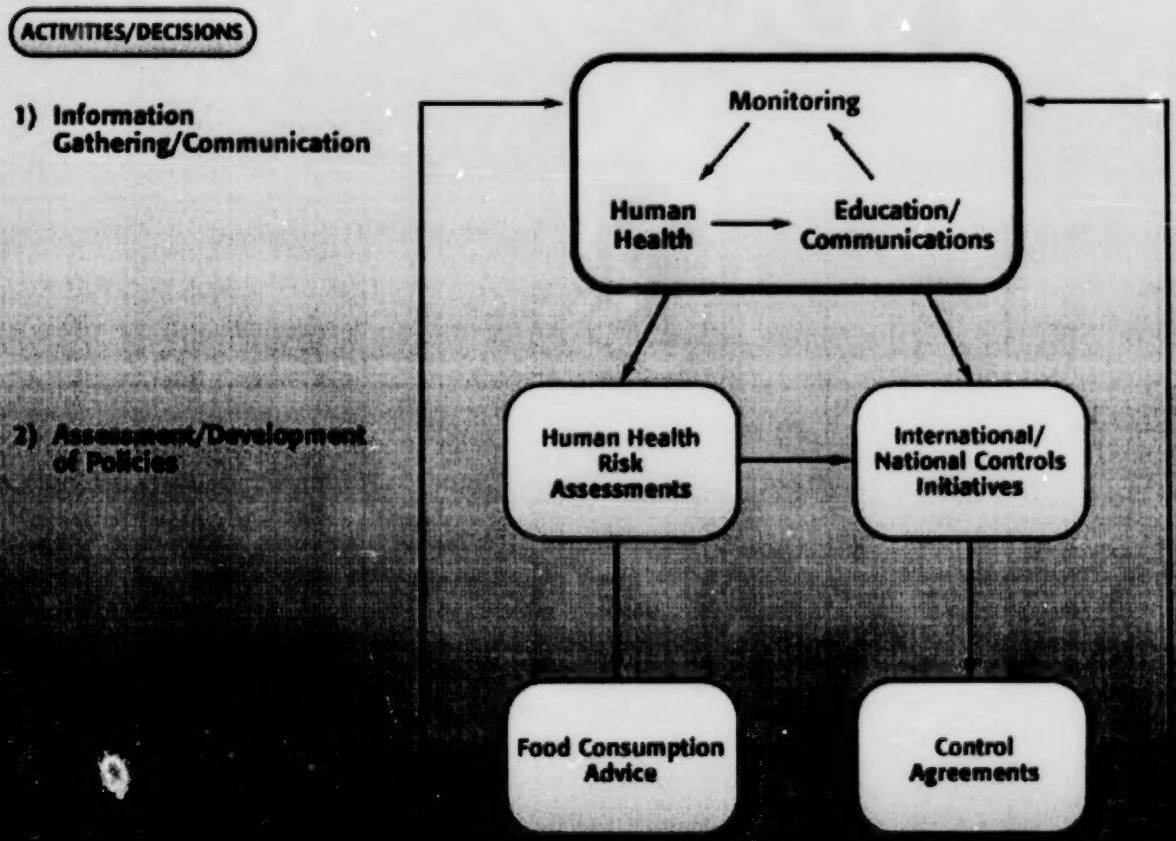
For health advisories affecting the general population of Labrador, the results of the human health risk assessment are forwarded by the originating organization, or participating NCP agency directly to Health Newfoundland and the Health Labrador Corporation (Labrador counterpart of HN). These authorities consult the appropriate provincial government departments, develop the communication plan and disseminate the information in an appropriate manner using various forms of media.

Use of Program Information in Key Management/Policy Initiatives

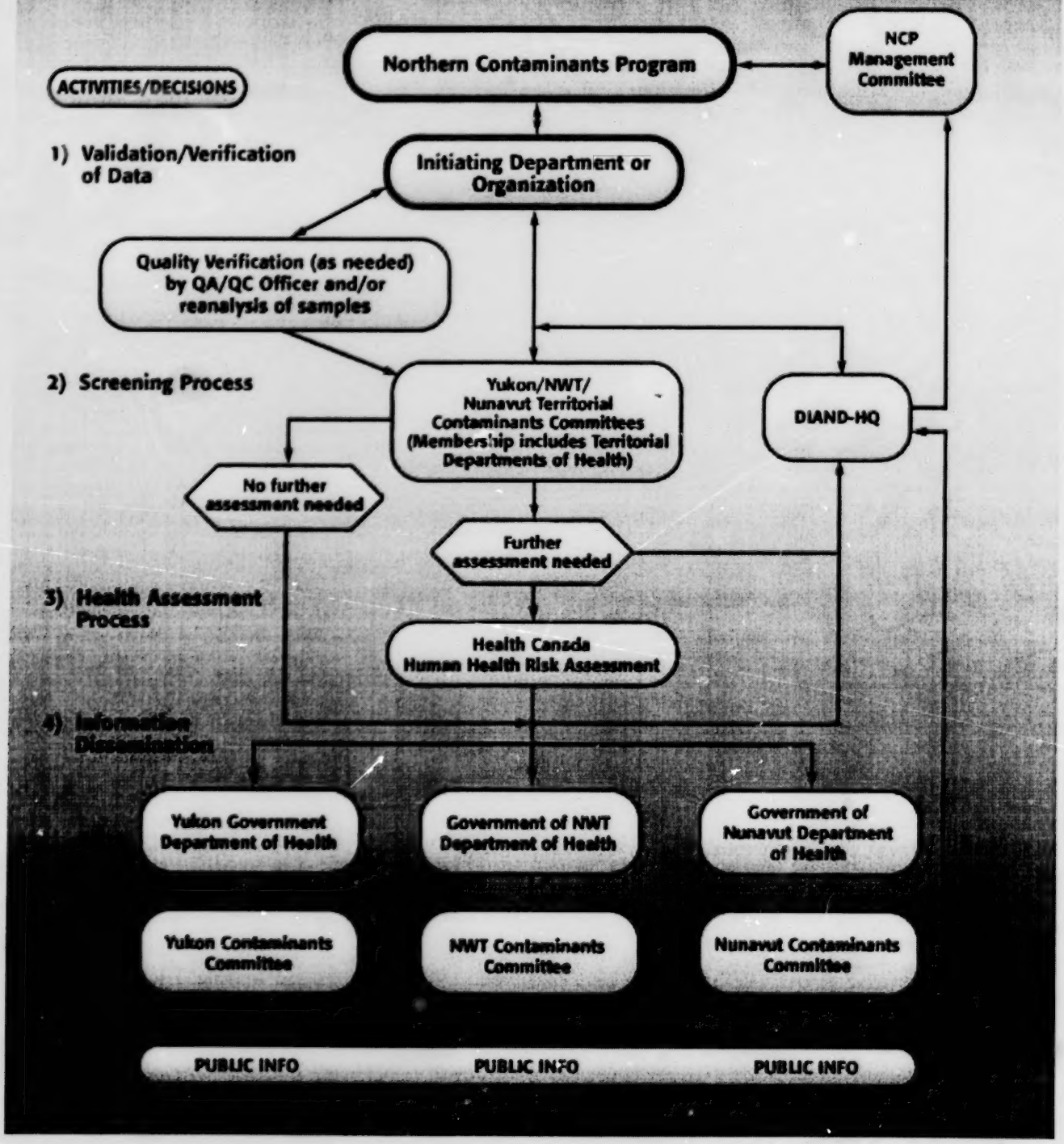
The key objectives of the NCP are:

1. To provide information that assists Northerners in making informed decisions about their food use.
2. To reduce and, where possible, eliminate contaminants in northern traditionally-harvested foods.

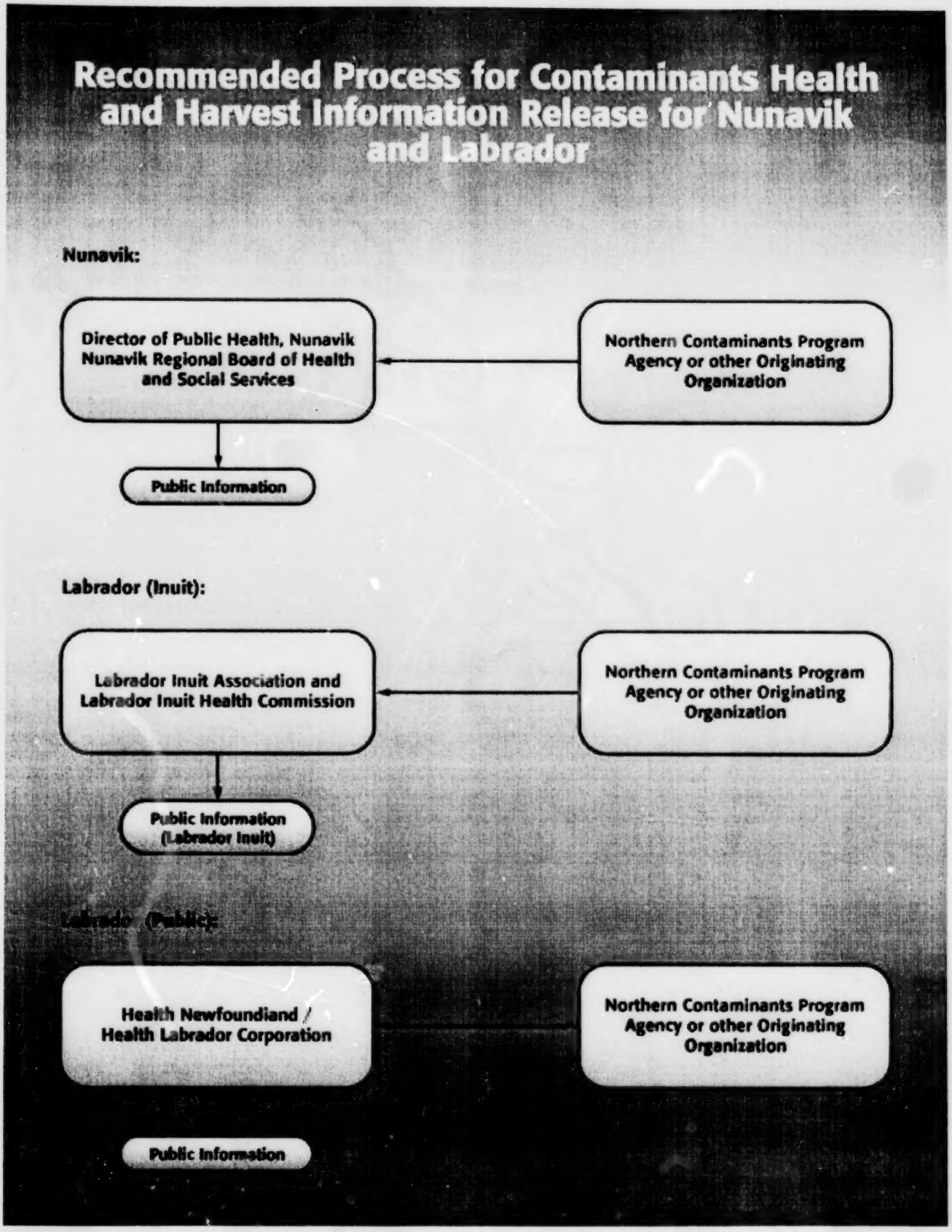
These objectives lead to decisions on food consumption and on contaminant controls. The NCP addresses these objectives through the following subprograms: Monitoring the Health of Arctic Peoples and Ecosystems and the Effectiveness of International Controls, Human Health, Education and Communications, and International Policy. The following schematic illustrates the use of program information in key management/policy initiatives.



Protocol for Contaminants Health and Harvest Information Release in the Yukon, Northwest Territories and Nunavut


ACTIVITIES/DECISIONS
Northern Contaminants Program
NCP Management Committee
1) Validation/Verification of Data
Initiating Department or Organization
Quality Verification (as needed) by QA/QC Officer and/or reanalysis of samples
2) Screening Process
Yukon/NWT/ Nunavut Territorial Contaminants Committees (Membership includes Territorial Departments of Health)
DIAND-HQ
No further assessment needed
Further assessment needed
3) Health Assessment Process
Health Canada Human Health Risk Assessment
4) Information Dissemination
Yukon Government Department of Health
Government of NWT Department of Health
Government of Nunavut Department of Health
Yukon Contaminants Committee
NWT Contaminants Committee
Nunavut Contaminants Committee
PUBLIC INFO
PUBLIC INFO
PUBLIC INFO

Recommended Process for Contaminants Health and Harvest Information Release for Nunavik and Labrador


Nunavik:
Director of Public Health, Nunavik Nunavik Regional Board of Health and Social Services
Northern Contaminants Program Agency or other Originating Organization
Public Information
Labrador (Inuit):
Labrador Inuit Association and Labrador Inuit Health Commission
Northern Contaminants Program Agency or other Originating Organization
Public Information (Labrador Inuit)
Labrador (Public):
Health Newfoundland / Health Labrador Corporation
Northern Contaminants Program Agency or other Originating Organization
Public Information

Terms of Reference for the Northern Contaminants Program Management Committee

Duties and Responsibilities:

The Northern Contaminants Program (NCP) Management Committee is responsible for the overall management, coordination and strategic direction of the NCP which will be achieved by carrying out the following duties:

1. Set and re-align Northern Contaminants Program (NCP) priorities and ensure support of the approved intent and focus of the NCP - Phase II by establishing and revising (as needed) the NCP Blueprints, i.e. the program's long-term strategic action plans, at least annually;

2. Ensure that all projects fit into the approved geographic scope of the program;

3. Facilitate the implementation of the NCP through partnership management;

4. Approve the project submission and review process;

5. Approve the planning year's program requirements and project proposals based on set limitations of the funding envelopes, program priorities, a policy/relevancy check against the blueprints, written consent for proposals by northern Aboriginal organizations and communities and overseeing the process of scientific/technical, education and communications and socio-cultural reviews for project proposals.

6. Modify funding envelopes as required for each of the subprogram areas;

7. Review annual progress made on approved projects; and

8. Meet at least twice per year to carry out the duties and responsibilities listed above (this entails one meeting at the beginning of the fiscal year and another at mid-year).

Membership Criteria:

Membership is restricted to representatives from:

1. Government departments with public accountability and/or that provide funding for partnership management concerning the intent and focus of the Northern Contaminants Program. Currently the list of government departments that are represented on the Management Committee include:

- Department of Indian Affairs and Northern Development

- Health Canada

- Department of Fisheries and Oceans
- Environment Canada - Meteorological Survey of Canada, National Water Research Institute, Environmental Protection Service and Canadian Wildlife Service
- Government of Northwest Territories - Departments of Health and Social Services and Resources, Wildlife and Economic Development
- Yukon Territory - Departments of Health and Social Services and Renewable Resources
- Nunavut Territory - Departments of Health and Social Services, and Sustainable Development

2. Aboriginal Organizations that are accountable through an elected leadership to a national or territorial constituency who are consumers of northern traditionally harvested foods. These organizations currently include:

- Council of Yukon First Nations
- Dene Nation
- Inuit Circumpolar Conference
- Inuit Tapirisat of Canada

NCP Proposal Review Checklist to be used by the NCP Management Committee

The following is a checklist to be used by the NCP Management Committee when making decisions on NCP Proposals:

1. Results of Scientific/Technical review by external peer reviewers and Review Teams

2. Results of Socio-Cultural review by Regional Contaminants Committees

3. Results of Review of the Communication Subprogram Proposals by the Regional Contaminants Committees

4. Does the proposal provide a strategy for communicating results?

5. Is a written consent, if applicable, attached to the proposal?

6. Can the results be delivered within the NCP time frame?

7. Budget Review - a) is the level and duration of funding requested justified according to the stated objectives; b) has the project received or applied for other financial support; c) is there any in-kind associated support indicated; and, d) has the proposal budget been considered in relation to the set subprogram envelope.

8. Does the proponent have any outstanding deliverables from previously approved work? If so, is a funding hold-back or rejection of the current proposal warranted?

NORTHERN CONTAMINANTS PROGRAM
MANAGEMENT COMMITTEE MEMBERSHIP

Revised: July 24, 2001

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1. History of Territorial Contaminants Committees (TCCs)

- In the Northwest Territories, the GNWT formed an environmental contaminants committee in 1989, essentially focussed on health issues, to communicate results from the Broughton Island study. With the creation of the NCP, this committee expanded its role, particularly with the inclusion of more technical members, to encompass NCP work. In 1997, reorganization resulted in the formation of a second committee, the NWT Environmental Contaminants Committee (NWT-ECC), whose current primary focus is the NCP. The NWT ECC reports to the NCP Management Committee on NCP-related matters.
- In the Yukon, the Yukon Contaminants Committee (YCC) was formed solely for NCP work. Its formation was triggered by a health advisory issued in 1991 involving toxaphene in fish in some Yukon lakes, and its role has expanded from there. The YCC also reports to the NCP Management Committee on NCP-related matters.
- Nunavut has had a long history of involvement in the contaminants issue through participation on the NWT ECC. In May 2000, a formal Nunavut Environmental Contaminants Committee was established, modelled after the NWT-ECC.

2. Considerations when defining NCP-related roles and responsibilities of TCCs

- The present scope of the TCCs is larger than the NCP scope, particularly in the NWT.
- The TCCs provide the opportunity for local issues to be brought to a regional level.
- A description of NCP-related roles and responsibilities for the TCCs would not preclude other roles and responsibilities outside the NCP.
- Since each TCC is different, a basic common framework for NCP activities rather than a standardized approach would be more appropriate.
- The NCP should keep in mind the level of funding provided when considering what is expected of TCCs.

3. Work items and duties requested of TCCs by NCP

- reports to the NCP Management Committee
- provides effective communication and two-way transfer of information
- assists in the reporting of health advisories and other information
- assists communities and other groups in securing funding for contaminant issues from the most appropriate sources
- provides NCP information to regional representatives of Management Committee members (e.g. EC, DFO)
- provides representative to the Social/Cultural Review Team and the Education and Communications Review Team
- facilitates writing of proposals from communities

- reviews NCP proposals where applicable
- reviews all blueprints, leads preparation of Local Contaminants Concerns (LCC) blueprint, and identifies information gaps
- prepares and maintains materials for community presentations
- provides primary operational guidance on the effectiveness and results of communications/education component
- reviews and approves LCC activities
- supports Regional Contaminants Coordinators (RCCs), and receives reports from RCCs.

Yukon Contaminants Committee
Operating Structure

Background

The Yukon Contaminants Committee (YCC) was formed in 1992 in response to elevated levels of contaminants in fish from several lakes located in southern Yukon. The YCC was created from an existing committee started in 1991 to deal specifically with PCB's and toxaphene in Lake Laberge. The original committee was very large and was often too cumbersome to operate efficiently.

In 1992, a smaller committee was formed with DIAND as the Chair. The basic role of the committee was "to try and answer questions Northerners have on contaminants issues". The YCC was to be a consensus based committee with open membership. DIAND agreed to be the Chair with the understanding that it would be a rotating position if another party wanted the responsibilities.

After a 1-year period the YCC decided not to establish formal Terms of Reference. The YCC was working without problems and it was thought that creating a formal committee could be the difference between success and failure. Some of the basic operating parameters are:

- DIAND is Chair and provides the administrative support;
- Consensus-based decision making;
- Open membership;
- No resources to pay for committee participation;
- Meetings as required (4-6 per year).

Current Membership:

Department of Indian Affairs and Northern Development
Council of Yukon First Nations
Yukon Conservation Society
Yukon College
Yukon Territorial Government - Renewable Resources
- Health and Social Services
Environment Canada
Fisheries and Oceans Canada
General public (3 members 2000/2001)

NCP Responsibilities:

- review all Yukon proposals as part of the social/cultural review.
- coordinate all studies under the Local Contaminants Concerns program.

- provide advise to the NCP Management Committee as required.
- act as the Yukon link to the NCP.

Meetings:

The YCC meets at least twice per year with additional meetings as required.

NWT ENVIRONMENTAL CONTAMINANTS COMMITTEE
Terms of Reference

1.0 PURPOSE

The NWT Environmental Contaminants Committee is established to facilitate the efforts to address concerns arising from environmental contaminants in the NWT. The committee will provide information that will assist Northerners in making sound decisions related to contaminants and the environment. This committee will serve as a means exchanging contaminants information between researchers, relevant organizations, contaminant programs and Northerners.

The responsibility of the delivery of health advice related to environmental contaminants remains the mandate of the Department of Health and Social Services, Government of Northwest Territories.

2.0 RATIONALE

Contaminants in the environment, which generally include, but are not restricted to, persistent organic pollutants, heavy metals, and radionuclides, are relevant to Northerners as studies have detected them in parts of the ecosystem at concentrations higher than expected. Because of the close relationship to the land that exists for people in the North, there is a need for the coordination of efforts to understand the effects of contaminants in the environment.

3.0 ACTIVITIES

The NWT Environmental Contaminants Committee shall, through a nonpolitical forum, assist in the process of collaborative study, assessment and communication of information to Northerners about the presence and possible effects of contaminants in the air, land, water and wildlife by:

- facilitating the two-way transfer of information and concerns among Northerners and regional, territorial, national and international bodies;
- facilitating a contaminants communications network that ensures Northerners are informed and involved in contaminant related activities;
- identifying community priorities and information gaps related to environmental contaminants research;
- providing updates on research activities in the NWT that relate to environmental contaminants;

- cataloguing contacts and resource materials regarding environmental contaminants;
- developing appropriate communication strategies to effectively relay information regarding contaminants;
- providing advice on appropriate funding sources;
- facilitating the development or review of NWT proposals; and
- relaying information in accordance with the guidelines and procedures of the various governmental departments and organizations.

4.0 COMMITTEE ORGANIZATION

4.1 COMMITTEE STRUCTURE

The Committee shall be headed by a Chairperson and a Vice-Chairperson, one of which shall be from an aboriginal organization.

A quorum shall exist at a meeting when 50% or more of the Committee members are present with at least one representative from each of government and aboriginal organizations.

The Committee shall achieve consensus in its decisions. Decisions will be made by majority vote (minimum of greater than 50% of the members present).

4.2 COMMITTEE MEMBERSHIP

The membership of the Committee is outlined in Table 1.

Requests for changes to the membership should be submitted to the Chairperson in writing.

4.3 ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS

Members of the Committee are responsible for:

- the two-way transfer of information, activities and concerns from the Committee to the members of their organization and from their members to the Committee;
- provision of updates on NCP and other contaminant related activities of their membership; and
- ensuring that new representatives are aware of their roles and responsibilities.

4.4 COMMITTEE OBSERVERS

Representatives from other agencies, organizations and federal and territorial departments or additional representatives from Committee Member agencies may participate in the work of the Committee at the invitation of the Chair, and will be considered observers to the Committee.

Observers are not included in the quorum number for decision making.

5.0 CHAIRPERSON

The Chairperson and Vice-chairperson for the Committee shall be chosen each year by the members of the Committee.

The Chairperson or the Vice-chairperson for the Committee are responsible for assisting in briefing new committee members.

The Chairperson of the Committee shall be responsible for providing the secretariat support for the operation of the Committee.

The Chairperson and Vice-chairperson shall act as representatives for the Committee in other related activities, as directed by the Committee.

6.0 FINANCE

A budget will be secured from the NCP for the operation of the Committee and Secretariat.

Funding will be secured from other sources, when appropriate.

The Committee may apply for project-specific funds from the NCP and other programs.

7.0 REPORTING

The Committee shall report to the Management Committee of the Northern Contaminants Program and other agencies as applicable.

The Chairperson and Vice-Chairperson of the Committee shall submit annual reports to the members of the Committee and to any interested party detailing the activities and recommendations made during the previous year.

The Chairperson and the Vice-Chairperson of the Committee shall make available to any interested party the information discussed during the Committee meetings, as long as doing so does not violate the mandate of any member.

8.0 SCHEDULE

The Committee shall meet not less than once a year in order to verify membership, review Terms of Reference and elect Chairpersons.

TABLE 1. NWT ENVIRONMENTAL CONTAMINANTS COMMITTEE MEMBERSHIP

The membership includes:

- Dene Nation;
- Inuit Tapirisat of Canada;
- Akaitcho Territory Tribal Council;
- Deh Cho First Nations;
- Dogrib Treaty 11 Council;
- Gwich'in Tribal Council;
- Inuvialuit Game Council;
- North Slave Metis Alliance;
- Sahtu Secretariat Incorporated;
- South Slave Metis Tribal Council;
- Department of Fisheries and Oceans;
- Department of Indian and Northern Affairs;
- Environment Canada;
- GNWT Health and Social Services;
- GNWT Resources, Wildlife and Economic Development; and
- Aurora Research Institute.

Nunavut Environmental Contaminants Committee
Terms of Reference
May 2001

1.0 PURPOSE

The Nunavut Environmental Contaminants Committee will facilitate efforts to address concerns arising from environmental contaminants in Nunavut. The Committee will provide a means to assist Nunavut residents in making sound decisions related to contaminants and the environment. This committee will ensure the exchange of contaminants information between researchers, relevant organizations, contaminant programs and Nunavut residents.

2.0 RATIONALE

Contaminants in the environment are relevant to Northerners, as studies have detected them in parts of the ecosystem at concentrations higher than expected. Because of the close relationship to the land that exists for people in the North there is a need for the co-ordination of efforts to understand the effects of contaminants in the environment, particularly the implications of contaminants for the health and safety of country foods.

3.0 ACTIVITIES

The Nunavut Environmental Contaminants Committee shall assist in the process of collaborative study, assessment and communication of information to Nunavut residents about the presence and possible effects of contaminants in the air, land, water and wildlife and humans by, for example:

- Providing a forum for the two-way transfer of contaminants information between Nunavut residents, researchers, the Northern Contaminants Program (NCP) and other contaminants-related initiatives;

- Facilitate the incorporation of Inuit Qaujimajatuqangit (IQ) into the study, assessment and communication of environmental contaminants information, concerns and research priorities.

- Facilitating a communications network that ensures Nunavut residents are informed of, and involved in contaminant related activities;

- Identifying community level priorities and information gaps related to environmental contaminants in Nunavut;

- Providing updates on research activities in Nunavut that relate to contaminants in the environment, wildlife and people;

- Acting as a clearing house for contaminants information to assist Nunavut residents in making informed decisions about the harvesting and consumption of traditional foods;

- Developing communication strategies to effectively relay information regarding contaminants;

- Providing advice to communities on appropriate funding sources for contaminants research and remediation projects;

- Reviewing NCP and other Nunavut related proposals in accordance with the mandate and priorities of the Committee.

4.0 COMMITTEE ORGANIZATION

4.1 COMMITTEE STRUCTURE

The Committee shall be headed by a Chairperson and a Vice-Chairperson.

A quorum shall exist when there is a majority (greater than 50%) of the currently appointed members present.

At least one member present must be from an Inuit organization.

The Committee shall strive to achieve consensus in its decisions. If consensus is not achievable on a particular issue, a simple majority (over 50%) of members can approve a decision.

The Chairperson's vote shall determine the outcome in the event of a tied vote.

The Chairperson shall act in an unbiased manner.

Each member organization shall be entitled to one vote only.

4.2 COMMITTEE MEMBERSHIP

Potential membership of the Committee is outlined in Table 1.

Requests for changes to the membership should be submitted to the Chairperson.

4.3 ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS

Members of the Committee are responsible for:

- the two-way transfer of information, activities and concerns from the Committee to the members of their organizations and from their members to the Committee;

- updating the Committee on NCP and other contaminant related activities of their membership; and

- ensuring that new representatives are aware of their roles and responsibilities.

4.4 COMMITTEE OBSERVERS

Observers are welcome at the invitation of the Committee.

Observers are not included in the quorum number for decision making.

5.0 CHAIRPERSON

The members of the Committee shall choose the Chairperson and Vice-chairperson for the Committee each year.

Either the Chairperson or Vice-chairperson for the Committee shall be a representative of a non-government organization.

The Chairperson or the Vice-chairperson for the Committee is responsible for assisting in briefing new committee members.

The Chairperson of the Committee or another member agreed to by the Committee shall be responsible for providing the secretariat support for the operation of the Committee.

The Chairperson, Vice-chairperson, or other appointed delegate shall act as representative for the Committee in other related activities, as directed by the Committee.

6.0 FINANCE

A budget will be secured from the NCP for the operation of the Committee on NCP related activities. The total Committee budget must be sufficient to carry out the mandate of the Committee.

Funding for the Committee will be secured from other sources, when appropriate.

The Committee may apply for project-specific funds from the NCP and other programs.

7.0 REPORTING

The Committee shall report annually to the Management Committee of the Northern Contaminants Program and to other agencies as applicable.

The Chairperson and Vice-Chairperson of the Committee shall submit annual reports to the members of the Committee and to any interested party detailing the activities and recommendations made during the previous year.

The Chairperson and the Vice-Chairperson of the Committee shall make available to any interested party the information discussed during the Committee meetings, as long as doing so does not violate the mandate of any member.

The Committee secretariat is accountable to the membership of the Committee.

8.0 SCHEDULE

The Committee shall meet not less than once a year in order to carry out its mandate.

TABLE 1. Nunavut Environmental Contaminants Committee Membership

National Aboriginal Organization
- Inuit Tapirisat of Canada

Federal Government
- Department of Indian and Northern Affairs
- Environment Canada
- Department of Fisheries and Oceans
-

Nunavut Government
- Nunavut Department of Health and Social Services
- Nunavut Department of Sustainable Development
- Nunavut Research Institute

Nunavut Institutions of Public Government
- Nunavut Water Board

Nunavut Inuit Organizations
- Nunavut Tunngavik Incorporated
- Kivalliq Inuit Association
- Kivalliq Wildlife Federation
- Qikiqtani Inuit Association
- Qikiqtaaluk Wildlife Board

TABLE 1. NWT ENVIRONMENTAL CONTAMINANTS COMMITTEE MEMBERSHIP

The membership includes:

- Dene Nation;
- Inuit Tapirisat of Canada;
- Akaitcho Territory Tribal Council;
- Deh Cho First Nations;
- Dogrib Treaty 11 Council;
- Gwich'in Tribal Council;
- Inuvialuit Game Council;
- North Slave Metis Alliance;
- Sahtu Secretariat Incorporated;
- South Slave Metis Tribal Council;
- Department of Fisheries and Oceans;
- Department of Indian and Northern Affairs;
- Environment Canada;
- GNWT Health and Social Services;
- GNWT Resources, Wildlife and Economic Development; and
- Aurora Research Institute.

Nunavik Nutrition and Health Committee
Terms of Reference
March 2001

1.0 PURPOSE

The Nunavik Nutrition and Health Committee will:

- Provide the population and health workers with background information to help them understand and contextualize environmental health, nutrition and contaminants research, objectives and results;
- Compile elements of public concern that have not been addressed to date, and to steer and support research activities towards providing the data needed to address these concerns;
- To undertake public communications of environmental health data, including results of Northern Contaminants Research Projects, and help develop regional communications and evaluations strategies;
- To prepare state of the knowledge summaries to assist in communication and intervention activities of local health and environment officials;
- To facilitate research on environmental communications and risk perception issues;
- To help researchers translate their data into meaningful information for the public;
- To support partnerships in various research and intervention activities related to country foods;
- To support the Public Health Director in the definition and implementation of regional food policies based on public health perspectives.

2.0 RATIONALE

In Nunavik, a group of concerned individuals representing different organizations involved with health, the environment, and nutritional issues has formed to address these issues, and communicate to / educate the public so that they may make more informed decisions on these issues. This group, the Nunavik Nutrition and Health Committee, evolved from the PCB Resource Committee that originated in 1988. Between 1988 and 1994, this latter committee prepared and distributed written documents, participated in radio interviews, prepared videos, and discussed in various forums the issues related to food chain contamination associated with country food consumption and breast feeding. Because it appeared unrealistic to consider environmental risks without integrating them into a wider health framework, the PCB Resource Committee was renamed the Food, Contaminants and Health Committee in 1994 to formally recognize this shift in perspectives and simultaneous consideration of both benefits and risks. In 1996 this committee was merged with the Avativut / Ilusivut (Eco-Research) Steering Committee to form the Nunavik Nutrition and Health Committee to consider not only research on risks, but also different levels of benefits and health issues associated with the various foodstuffs or food preparation and

transformation practices in Nunavik. The scope of the committee has broadened through time to contextualize scientific information within a framework that is more responsive to the population's actual needs. In this respect, the scope of "contaminants" considered by the Committee includes chemical compounds, microbiological agents, radionuclides, as well as a number of physical stressors (e.g. UV radiation) that may adversely affect the nutrition and health of Nunavimmiut. Moreover, the scope of the contaminants-related health effects considered by the Committee includes physical, social and economic endpoints.

3.0 MANDATE

The Committee is the recognized and authorized body for the region on health and environment issues. Its mandate covers the following:

- To provide orientation of regional policies on nutrition and health;
- To advise the Public Health Director on how to monitor the nutritional health status of Nunavimmiut;
- To advise the Public Health Director on how to inform and influence individual and collective choices from a public health perspective;
- To provide guidance on health, nutrition and environment issues to cross-fertilize interests of Nunavik organizations and to steer, as well as stimulate, research activities on these issues;
- To regionally adapt intervention strategies designed outside Nunavik for use in the region, and mobilize regional actors to define new or appropriate interventions;
- To define health advisories, if necessary, for the region in accordance with the different organizations concerned;
- To represent Nunavik interests at the national and international levels on issues relevant to nutrition, health and the environment;
- To review proposals for research and to integrate and communicate environmental health research findings for the general public as well as specific target groups.

As a participant in the NCP, the Nunavik Nutrition and Health Committee shall assist in the process of collaborative study, assessment and communication of information to Nunavik residents about the presence and possible effects of contaminants in the air, land, water, wildlife and humans by, for example:

- Providing a forum for the two-way transfer of contaminants information between Nunavik residents, researchers, the Northern Contaminants Program (NCP) and other contaminants-related initiatives;
- Facilitating the incorporation of Inuit knowledge into the study, assessment and communication of environmental contaminants information, concerns and research priorities;
- Facilitating a communications network that ensures Nunavik residents are informed of and involved in contaminant related activities;
- Identifying community level priorities and information gaps related to environmental contaminants in the region;

- Providing updates on research activities in Nunavik that relate to contaminants in the environment, wildlife and people;
- Managing and distributing information on contaminants and health to assist Nunavimmiut in :making informed decisions about the harvesting and consumption of northern and imported foods;
- Developing communication strategies to effectively relay information regarding these issues;
- Providing advice to communities on appropriate funding sources for contaminants research and remediation projects;
- Reviewing NCP and other Nunavik related proposals in accordance with the mandate and priorities of the Committee:

4.0 COMMITTEE ORGANIZATION

4.1 COMMITTEE STRUCTURE

The Committee shall be headed by a Chairperson.

A quorum shall exist when there is a majority (greater than 50%) the currentlyappointed members present.

The Committee shall strive to achieve consensus in its decisions. If consensus is not achievable on a particular issue, a simple majority (over 50%) of members can approve a decision.

The Chairperson's vote shall determine the outcome in the event of a tied vote.

The Chairperson shall act in an unbiased manner.

Each member shall be entitled to one vote only.

4.2 COMMITTEE MEMBERSHIP

Membership of the Committee is outlined in Table 1.

Requests for changes to the membership should be submitted to the Chairperson.

4.3 ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS

Members of the Committee are responsible for:

- The two-way transfer of information, activities and concerns from the Committee to the members of their organizations and from their members to the Committee.

- Updating the Committee on NCP and other contaminant related activities of their membership; and

- Ensuring that new representatives are aware of their roles and responsibilities.

4.4 COMMITTEE OBSERVERS

Observers are welcome at the invitation of the Committee. Depending on the subjects debated in meetings, the Committee will call upon parties from other Nunavik (health, economic, political, environmental or educational) organizations to provide input or to harmonize policies, initiatives and communication activities relevant to health and nutrition issues.

Observers are not included in the quorum number for decision making.

5.0 CHAIRPERSON

The members of the Committee shall choose the Chairperson for the Committee each year.

The Chairperson for the Committee is responsible for assisting in briefing new committee members.

The Department of Public Health, NRBHSS shall be responsible for providing the secretariat support for the operation of the Committee.

The Chairperson, or other appointed delegates, shall act as the representative of the Committee in other related activities (and with souch groups as media), as directed by the Committee.

6.0 FINANCE

A budget will be secured from the NCP for the operation of the Committee on NCP related activities. The total Committee budget must be sufficient to carry out the mandate of the Committee.

Time and salaries of the Committee members will be ensured by the participating organizations (with the exception of the coordinator's salary).

Funding for the Committee will be secured from other sources, when appropriate and if possible.

The Committee may apply for project-specific funds from the NCP and other programs.

7.0 REPORTING

The Chairperson and the Vice-Chairperson of the Committee shall make available to any interested party the information discussed during the Committee meetings, as long as doing so does not violate the mandate of any member.

The Committee secretariat is accountable to the membership of the Committee.

In regards to NCP related activities, the Committee shall report annually to the

Management Committee of the Northern Contaminants Program and to other agencies as is applicable.

8.0 SCHEDULE

The Committee shall meet no less than twice a year in order to carry out its mandate.

TABLE 1. Nunavik Nutrition and Health Committee Membership (current as of March 13, 2001)

Nunavik Regional Board of Health and Social Services
- Minnie Grey, Executive Director NRBHSS
- Serge Déry, Director of Public Health
- Jean-François Proulx, Santé Nunavik
- Eva Kadlak, Committee Coordinator

Makivik Corporation, Nunavik Research Centre
- Bill Doidge, Director

Kativik Regional Government
- Sandy Gordon, Hunter Support Program
- Minnie Abraham - Environment Office

Tulattavik Health Centre - Kuujjuaq
- Shirley White-Dupius, Nurse

Inuulitsivik Health Centre - Povungnituk
- Mélie DeChamplain, Nurse

Public Health Research Unit – CHUQ Research Centre

Representatives knowledgeable of related research activities in Nunavik (number to be determined by Committee, and as appropriate depending upon current level of research activity in the region)
- Suzanne Bruneau - Researcher
- Chris Furgal – Researcher

WHO/PAHO Environmental and Occupational Health Collaborating Centre CHUQ Research Centre
- Jacques Grondin - Social Sciences Director

Terms of Reference for Northern Contaminants Program (NCP) Technical Review Teams

The purpose of Technical Review Teams is to facilitate the scientific/technical review of project proposals, while ensuring that impartiality is maintained throughout the proposal review process. It was agreed by the NCP Management Committee that there would be two Technical Review Teams: the Human Health Review Team to be chaired by Jay Van Oostdam, Health Protection Branch/Health Canada, and would consist of 6-8 members including a representative of the Aboriginal Organizations; and the Biotic/Abiotic Monitoring Review Team to be chaired by Russel Shearer, Department of Indian Affairs and Northern Development (DIAND), and comprised of 6-8 members including a representative of the Aboriginal organizations. The following duties would be carried out by the Review Teams:

1. Ensure that the blueprints are used in the scientific peer review and proposal evaluation and conduct a relevancy check against the blueprints.

2. Ensure the scientific and technical credibility of project proposals.

3. Select the appropriate peer reviewers and send the proposals to them for their review.

4. Ensure that the peer reviewers remain anonymous to proponents.

5. Ensure that results of peer reviews are received on time.

6. Ensure that the guidelines and criteria set for the numerical rating of proposals are adhered to.

7. Ensure that the conflict of interest guidelines are adhered to.

8. Conduct a peer review where appropriate to consider items such as standard cost for analytical analyses, the identification of co-funding and/or in-kind support, etc.

9. Review continuing multi-year project proposals using the review criteria and blueprints.

10. Consolidate comments received from peer reviewers, as appropriate, and provide an overall rating to the proposals based on the guidelines/criteria. The Review Teams will forward all comments to the DIAND Secretariat which in turn will send them to the NCP Management Committee for their consideration when making final funding decisions.

NCP PROPOSAL REVIEW CRITERIA FOR THE TECHNICAL REVIEW TEAMS
(MONITORING AND HUMAN HEALTH CATEGORIES)

RELEVANCE CRITERIA (Technical Review Teams)

40 Does the research proposal address one of the key research needs outlined in the appropriate blueprint? If not, then no further consideration of the proposal is necessary. If it does, then what level of priority is given to that research need in the blueprint? (*Note: this question should be asked before the proposal is sent out for peer review).*

20 Does the research proposal have greater relevance for northern populations/issues than southern populations/issues?

15 Does the budget seem appropriate (e.g. reasonable charges for sample analysis, etc.) and is other funding/in-kind support identified?

15 What is the "track record" of the principal investigator, i.e. on delivering results, on scientific excellence, etc.?

10 Can the results be delivered within the Northern Contaminants Program time frame?

Y/N If this research project directly impacts northern communities or aboriginal groups, have they been consulted and do they support this research? Have the proponents addressed the Northern Contaminants Program revised Guidelines for Responsible Research and provided a written consent (where applicable)? (*Note: If the answer to the first question is no, then the proposal should not be sent out for peer review).*

Peer Reviewer Review Criteria

20	Scientific excellence/expertise of principal investigator and team (including consideration of relevant publications)
15	Clarity and scope of objectives
15	Clarity, adequacy and intercomparability of methodology
15	Suitability of proposal design for meeting the objectives (e.g. sample size, etc.)
10	Appropriateness of time frame (Can the project results be delivered within the time frame specified in the proposal and within a time frame appropriate to the NCP?)
10	Appropriateness of budget (e.g. charges for sample analysis)
15	Overall clarity and organization of proposal
Written Assessment: Peer reviewers are asked to provide a brief written assessment of the proposal, including an assessment of the importance of the proposed project with respect to the priority areas identified in the relevant NCP blueprint.	

Conflict of Interest Guidelines for Peer Reviewers and Review Team Members

A conflict of interest is deemed to exist when the peer reviewer or Review Team member:

1. is the applicant or co-applicant;

2. has an immediate family link to the applicant; or

3. when the Review Team has just cause to believe that a peer reviewer or Review Team member should not be involved in a particular review.

A peer reviewer or Review Team member that falls into one or more of the above situations must declare the conflict before engaging in any deliberations on the project proposal in question and must not take part in any vote or other means of determining the outcome of that applicants' proposal. The Review Team member will be asked to leave the room when a decision is being made on the proposal for which a conflict exists.

Terms of Reference for the Northern Contaminants Program (NCP) Education and Communications Review Team

The responsibility of the Education and Communications Review Team is to conduct the review of project proposals submitted to the Education and Communications sub-program of the NCP from both a technical and a social/cultural perspective, while ensuring that impartiality is maintained throughout the proposal review process. It was agreed by the NCP Management Committee that this Review Team would consist of one representative from: each of the four Aboriginal partner organizations (Council of Yukon First Nations, Dene Nation, Inuit Circumpolar Conference (Canada) and the Inuit Tapirisat of Canada); each Territorial Contaminants Committee Chair; a representative from the Nunavik Nutrition and Health Committee; and DIAND-HQ.

The following duties will be carried out by the Education and Communications Review Team:

1. Ensure that the proposal fits within the scope of the NCP as outlined in the Education and Communications blueprint.
2. Review all proposals, including continuing multi-year project proposals, submitted to the Education and Communications sub-program of the NCP, using the Education and Communications Review criteria.
3. Ensure that the guidelines and criteria set for the review of proposals are adhered to.
4. When necessary, the Review Team will seek external information in order to complete the review (e.g. for consideration of details such as standard costs of budget items).
5. If a proposal is received without the appropriate consent form, the Chair will contact the proponent directly and inform the NCP Secretariat (DIAND-HQ).
6. Ensure that the Conflict of Interest Guidelines are adhered to.
7. Forward all comments on the proposals, including an overall rating, to the NCP Secretariat (DIAND-HQ) who, in turn, will consolidate them and send a summary to the NCP Management Committee for their consideration when making funding decisions.

CRITERIA FOR REVIEW OF PROPOSALS TO THE 2001/2002 NORTHERN CONTAMINANTS PROGRAM

EDUCATION AND COMMUNICATIONS SUBPROGRAM

CRITERIA	ATTRIBUTES
Concept	· Does the proposal address one or more of the needs identified in the blueprint? If yes, which one(s)?
Team	· Is the project team appropriate for the project proposed (i.e. includes relevant stakeholders and members with appropriate knowledge and/or skills)? · Have the relevant communities been consulted? · Does the project leader have a satisfactory history of producing quality work in a timely manner?
Design	· Are the objectives appropriate (clarity and scope) and manageable? · Is the methodology appropriate (clarity and scope) to meet the objectives? · Are the Guidelines for Responsible Research adhered to? · Is the intended audience identified and appropriate? · Is the geographic location appropriate (i.e. does the proposed work focus on areas/populations who have received the least amount of information or who are at particular risk? · Does the proposal make use of appropriate traditional knowledge? · Does the proposal promote capacity building in the North? · Is the methodology manageable/feasible within the time frame? · Does the methodology build upon existing resources, combine activities and/or avoid duplication? · Is an evaluation of effectiveness incorporated?
Documentation	· Is the project proposal complete? Specifically, · Are the appropriate consent forms attached and complete? · Is the project summary attached?
Deliverables	· Are the deliverables appropriate for the intended audience in terms of clarity, format and delivery? · Are the deliverables manageable in the time frame?
Budget	· Is the budget clearly detailed? · Is the cost of the proposal appropriate?
Overall rating	q 5 High q 4 Medium - High q 3 Medium q 2 Medium - Low q 1 Low

Social/Cultural Review Team
Terms of Reference

There are important aspects of NCP proposals that are not necessarily appreciated by a technical review, for example, communications of project results or use of traditional knowledge. In order to consider such aspects in the NCP proposal approval process, a Social/Cultural Review Team has been established.

The responsibility of the Social/Cultural Review Team is to review all proposals considered for funding under the NCP from a social/cultural perspective, using the social/cultural review criteria. The membership of the Review Team will consist of representatives of the five Aboriginal Partners (Council of Yukon First Nations, Dene Nation, Inuit Circumpolar Conference (Canada), Inuit Tapirisat of Canada,), the Chairs of the Territorial Contaminants Committees, a representative from the Nunavik Nutrition and Health Committee (NNHC); DIAND-HQ (Chair), and two NCP scientists.

The following duties will be carried out by the Review Team:

1. Review all NCP proposals, except Education and Communications proposals, from a social/cultural perspective. All proposals, including multi-year ones, will undergo a social/cultural review on an annual basis. Proposals that do not require a social/cultural review will be screened out by the Review Team Chair, and a list of these proposals will be provided to the Review Team.

2. Ensure that the social/cultural review criteria are considered when reviewing the social/cultural aspects of the proposals.

3. If a proposal is received without the appropriate consent form, the Review Team Chair will contact the proponent directly and inform the DIAND-HQ Secretariat.

4. Ensure that the conflict of interest guidelines are adhered to.

5. Forward all comments on the proposals, including an overall rating, to the DIAND-HQ Secretariat who in turn will send them to the NCP Management Committee for their consideration when making funding decisions.

Criteria for Social/Cultural Review of NCP Proposals

Applicable to: Proposals to the Monitoring/InternationalScience and Human Health subprograms

Criteria	Attributes
Communications	How complete are the communications activities: - prior to project implementation? - during project execution? - after project results are received? How good is the rapport of the project proponent within the study area?
Northern Priority	Does the project address a question that is important to Northerners (considering the priorities outlined in the Blueprints)? Has similar work been done already? Recently? Does the proposal build on existing data?
Capacity Building/Training	Does the proposal provide local or northern training opportunities? Does the proposal promote capacity building in the North?
Traditional Knowledge	Does the proposal make use of appropriate traditional knowledge? Have the relevant communities been consulted on how traditional knowledge could be incorporated into the project?

Each proposal will receive a High, Medium, or Low rating accompanying a narrative concerning the review of that proposal by the Social/Cultural Review Team. For example, a box such as that given below will be completed for each proposal.

Narrative	Rating
	5 High 4 Medium-High 3 Medium 2 Medium-Low 1 Low

Northern Contaminants Program
Guidelines for Responsible Research

I. INTRODUCTION

The following document represents a guideline to communications planning to assist Northern Contaminants Program (NCP) project leaders in initiating community contacts and developing research agreements with communities.

The main elements are based on a workshop on the subject of community-researcher relationships under the NCP that was conducted in Yellowknife, NWT in September 1993. Participants at the workshop included NCP researchers, representatives from the four northern Aboriginal organizations (Council of Yukon First Nations, Dene Nation, Inuit Circumpolar Conference, Inuit Tapirisat of Canada), federal and territorial governments, and the NWT Science Institute. The goal of the workshop was to develop generic guidelines to better enable NCP researchers to effectively involve northern communities in research activities from project design to communication of results. Ultimately, the objective is that communications/participation planning will become integral to research proposal development.

Since the 1993 workshop, numerous discussions and meetings have resulted in the establishment of a number of key initiatives and committees, including the Territorial Contaminants Committees (Yukon Contaminants Committee, NWT Environmental Contaminants Committee and Nunavut Contaminants Committee), the Regional Contaminants Coordinators (RCCs), the annual Summary of NCP Projects booklet, the *ad hoc* Committee on Traditional Knowledge, the Social/Cultural Review Team, and the Project Proposal Consent Form for obtaining written consent for the conduct of NCP projects.

II. KEY POINTS

The following are key points to consider when planning communications and community participation in NCP projects:

A. Consent

1. No research shall begin without fulfilling the requirements as outlined in the *Written Consent for the Conduct of NCP Projects* and its associated *Project Proposal Consent Form*.

2. In seeking informed consent, researchers should explain the potential beneficial and harmful effects of the research on individuals, communities and/or the environment.

3. No undue pressure should be applied to obtain consent for participation in a research project.

4. Greater consideration should be placed on the risks to cultural values than to potential contributions of the research to knowledge.

B. Research Obligations

1. Research should include community participation in the identification of research topics and priorities.

2. Community participation in project planning and implementation goes beyond "moral" obligations, rather it is a legal and constitutional requirement associated with land claims.

3. For all parties to benefit from research, efforts should be made, where practical, to employ and train local (Aboriginal) researchers and assistants.

4. It is important to develop approaches to research that are responsive to local or regional needs. The Territorial Contaminants Committees (TCCs) and Aboriginal organizations are good mechanisms for achieving this.

5. Research must respect sacred sites, cultural materials, and cultural properties.

6. Subject to requirements for confidentiality, publications should give appropriate credit to everyone who contributes to the research.

7. All project leaders are required to prepare a report on their project for inclusion in the annual NCP *Synopsis of Research* report, as well as a plain language summary of their project for the annual *Summary of NCP Projects* booklet.

C. Research Relationships

1. Community-researcher relationships should be established early on in the project planning process, outlining details of "level of consultation" and "mutual obligations" for each partner. This will ensure a meaningful two-way exchange of information.

2. Researchers and communities may wish to set out the parameters of their agreements and understandings in a Memorandum of Understanding. A number of good examples are available for reference (e.g. research agreements with the Dene Nation and the Centre for Indigenous Peoples' Nutrition and Environment).

3. From the NCP perspective, development of researcher-community relationships is a dynamic and evolving process. As research projects progress, common elements will emerge regarding the perceptions, needs, and resource/capacity strengths of individual communities and researchers, including their criteria and preferred form of participation in scientific research projects.

4. The right to refuse participation always rests with the individual at any point in any study.

5. Reference to the annual *Summary of NCP Projects* booklet should be made to assist local/community representatives in identifying NCP researcher affiliations.

D. Communications

1. All leaders of NCP projects are responsible for ensuring that the most appropriate form of communications planning is incorporated into proposal development, including estimated costs.

2. Researchers are advised to contact the appropriate Territorial Contaminants Committee and/or Aboriginal organization for advice on communications planning because it is acknowledged that the nature and degree of northern community involvement may vary according to project type and community interest, and that this may itself alter over time as experience is gained.

3. NCP researchers who do not personally conduct field work are nonetheless responsible for ensuring that communications requirements for their projects are fulfilled.

4. Communication of results should include consideration of media other than printed reports. Examples of effective methods for information dissemination include: face-to-face discussion, local radio, CD-ROM, pamphlets, videos and web sites. Many of these can successfully present highlights of several projects or categories of research activity over several years. Public presentations that allow for little interaction are seldom regarded as useful.

5. Communication support materials, such as pamphlets, posters and videos, should not be seen as *solutions* to communications problems, but as *tools* to be used in combination with person-to-person communication. Communications support materials should be sent to the appropriate Territorial Contaminants Committee for review.

6. Translation of summary reports is recognized as critical and should be done wherever possible/appropriate.

E. Reporting of Specific Health Risk Results

1. The existing protocol for reporting results from human health risk assessments (from analysis of fish/wildlife contaminants burdens) must be adhered to. The decision to conduct such assessments is part of this process.

2. Researchers must ensure the accuracy of their results since these may influence decisions and policy that can directly affect individuals and communities.

3. There is a process to prepare contingency plans if results are reported that require some form of intervention or action, in relation to reporting of individual human results. This is done in consultation with the NCP Management Committee, the four NCP Aboriginal organizations, the Territorial Contaminants Committees, and the Regional Contaminants Coordinators.

III. RESEARCHER GUIDELINES FOR PLANNING COMMUNICATIONS AND COMMUNITY PARTICIPATION IN NCP PROJECTS

All Projects

Refer to the *Written Consent for the Conduct of NCP Projects* and its associated *Project Proposal Consent Form*. All project proposals to be considered for funding under the Northern Contaminants Program, where any portion of the project is to be conducted within Nunavut, Northwest Territories, Yukon Territory, Labrador or Nunavik (including archived samples previously collected from one or more of these regions), must be submitted with written consent from the appropriate approval bodies.

It will continue to be the responsibility of individual researchers to determine the institutional requirements (external to the NCP) relevant to their specific projects. These may include federal, territorial and land claims permit and regulatory conditions.

The following is a guide to project leaders on key contact and reporting requirements during the planning and execution stages of an NCP project, arranged according to the type of project, i.e. a study involving data on humans, an ecosystem study not involving data on humans, or a study with no northern sampling or contact. Project leaders are encouraged to contact the appropriate Aboriginal organization and/or Territorial Contaminants Committee to obtain relevant contact names and addresses.

A. Projects Involving Data on Humans

This category is for projects which involve data on humans, including medical or social information.

Prior to NCP funding application:

Project proponents should contact the following:

1. Contact: NCP representatives of Aboriginal organizations[1], TCCs and/or RCCs
NOTE: As indicated in the *Written Consent for the Conduct of NCP Projects*, project proponents are requested to contact the appropriate Aboriginal organization before contacting any communities.

Purpose:
- Arrange signing of Project Proposal Consent Form
- Initial troubleshooting and planning of project, project approach

2. Contact: Letter to leaders of communities in which research is intended to occur (e.g. Hamlet, First Nation, Band Council, HTOs)

Purpose:
- Indicate that a proposal is being submitted
- Describe general nature of project, purpose, background, time NWT Contaminants Committee
- Describe other contacts within the community that are being made as part of proposal preparation (e.g. health centre, community health committee)
- Explain timing of NCP funding application process (funding approval, need for community endorsement)

3. Contact: Regional Health Board and/or Territorial Health Department
Community health centre/representative (health committee if applicable)
It is expected that contact would be initiated by letter with follow-up by telephone required.

Purpose:
- Describe project, background/context, purpose, general methodology, etc.
- Explain what/how/why/when project results will be used
- Receive general input on project proposal/method and planning
- Receive general input on plan for dissemination of information about the study
(to community, to study participants, to health workers)
- Clarify existing protocols for results reporting/release
- Briefly describe and receive general input on plan for results reporting (to individuals, to community, etc.)
- It may be helpful to provide information which provides context for the project in terms of the NCP as a whole. The annual Summary of NCP Projects booklet may be a useful tool for this.

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[1]Only those organizations that are represented on the NCP Management Committee, i.e. Council of Yukon First Nations, Dene Nation, Inuit Circumpolar Conference, Inuit Tapirisat of Canada

Following funding approval:

Contact: Based on contacts and information received above

Purpose:
- Inform that the project has received funding approval and indicate schedule/timeline
- Identify training/employment opportunities
- Finalize details of project planning, recalling three different groups of information recipients: I) community at large, ii) individual participants, and iii) health workers. Allow for meetings with community representatives, as requested.
- Finalize details of plan and protocol for delivery/communications of results prior to commencing sampling. This includes provision for anonymity and confidentiality (at the community level as well) as agreed upon during project planning.
- Explain and clarify use of the project results (peer reviewed scientific literature, education, contribution to decision-making processes, etc.).

Reporting: Reporting will be based upon the plan and protocol for delivery as agreed upon with the community. This may include interim progress reports at specified intervals.

B. Projects Directly Involving the Arctic Ecosystem

This category is for ecosystem studies which do not include human data, but involve any biotic sampling (terrestrial, marine or freshwater) or physical/chemical field studies (e.g. air, snow/ice, water, soil, sediment).

Prior to NCP funding application:

1. Contact: NCP representatives of Aboriginal organizations[1], TCCS and/or RCCs
NOTE: As indicated in the *Written Consent for the Conduct of NCP Projects*, project proponents are requested to contact the appropriate Aboriginal organization before contacting any communities.

Purpose:
- Arrange signing of Project Proposal Consent Form
- Awareness of projects and nature/purpose of research

2. Contact: Letter to regional organization(s) in region where work will be conducted
e.g. Regional Inuit Association - Kivalliq, Qikiqtani, Kitikmeot, etc.
Land administrator (e.g. in Inuvialuit)
Regional or Tribal Councils (Gwich'in, Sahtu, Dogrib, etc.)
Regional Self Governing First Nations
c.c. nearby communities - the project and all its associated activities

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may be visible to northern residents. This is not restricted to on-site methodology, but may include activities such as repeated overflights, cruises, camp set-up, etc. Community/regional/nationalcontacts should provide researchers with input if the communication plan (list of contacted communities) requires adjustment.

c.c. Renewable Resource Officers or DIAND district offices in nearby communities.

The initial contact letter could indicate final response date beyond which the researcher will assume no major concerns/comments/suggestions from the community. Follow-up by telephone is essential.

Purpose:
- Inform that project is being proposed
- Describe project, background/context, purpose, general methodology, etc. (include general description of field activities, e.g. camp set-up, cruises, etc.)
- Provide researcher contacts
- Explain what/how/why/when project results will be used and reported
- Request general input on project proposal, sampling plan, plan for reporting results to community
- Explain timing of NCP funding application process (funding approval, need for community endorsement)

Following funding approval:

Contact: As above and/or as determined from contacts made above
e.g. recommendations for contacts with First Nations or Band Councils, Hunters and Trappers Associations or Committees, fish and wildlife management boards, game councils, etc.

Purpose:
- Inform that project has received funding approval and can proceed
- Provide schedule and description of intended field activities, etc.
- Identify local training/employment opportunities
- Inform of all intended or potential future uses of collected samples (i.e. archiving)
- Where interest is expressed, receive input on sampling plan
  N.B. Some researchers, especially those conducting fish and wildlife studies, may wish to plan for meetings with community representatives to discuss details (as requested by the community) and should inform the community that this option exists.
- Where applicable, request permission for access to lands, wildlife (e.g. exclusive or preferential harvest rights under land claims)

Reporting:
- Review existing protocols for information dissemination
- Inform of timing for data availability and options for reporting of project-specific results

- Inform community of available general information (summary reports, etc.) and option to receive copies if requested
- Identify community requirements/desires for results reporting

C. Projects with No Direct Northern Contact or Sampling

This category is for projects with no northern sampling or contact, e.g. modelling, inventories, laboratory-based physical/chemical studies (such as volatilization studies), and databases.

Contact: NCP representatives of Aboriginal organizations[1], TCCS and/or RCCs

Purpose: Awareness of projects and nature/purpose of research, availability/accessibility of general information related to this kind of research

Reporting: Layman's summary of project activities, with contact names and explanation of project purpose (general as well as relative to NCP goals). Other media such as a state of the environment video, assessment reports, etc. should be considered to present the overall highlights of this category of research, rather than (or in addition to) reporting on details from individual projects.

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